



# Job Posting

**\*Subject to change**

Enforces the City Parking Ordinance by issuing tickets for parking violations. This will include issuing citations for parking violations observed within assigned route, reporting vehicles in tow-away zones, and reporting traffic accidents, hazards and emergencies; checking parked vehicles using hand-held computer device for unresolved parking violations; booting eligible vehicles; reporting damaged or malfunctioning meters and traffic signals for repair services; reporting missing traffic signs; assisting citizens with directions and other needed information or assistance; and testifying in Municipal Courts hearing procedures as required. May be assigned as an alternate to collect revenue from parking meters and repair meters as needed. Other related duties as assigned. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries

Job consists of periods of walking with routine exposure to significant levels of heat, cold, moisture and air pollution such as those encountered in general outdoor conditions. Includes driving City-owned vehicles as needed, and riding bicycles in downtown traffic.

Requires a high school diploma or a GED.

One year of general office/clerical or related experience with public contact.

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

Bilingual skills. Law enforcement and/or security officer experience. Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc.). Heavy customer service experience.

## None

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 10

\$723 - \$962 Biweekly

\$18,798 - \$25,012 Annually

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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